

10/2/28

25X1A9a

CONTENTS OF OFFICIAL PERSONNEL FOLDER

1. Memo dated 2/20/48 To Chief Pers. Branch From I&S  
Notifying of no objection To a 9 day appt.
2. Memo dated 4/28/48 to Chief Pers Branch From I & S permitting  
E.O.D subject to complete security clearance
3. Memo dated 7/1/48 to Chief Pers Branch From I & S notifying of  
Security approval
4. Memo to Personnel Offices dated 3/4/49 advising of no objection  
to submitting an application form to CSE for Clerk Examination
5. Memo to Chief Communications dated 7/28/52 from I & S advising  
of approval on crypto graphic clearance.
6. SF 57
7. Performance Sheet on CSC Examination dated 3/24/49
8. Declaration Sheet USC.SC - On Examination
9. SF57
10. Evaluegraph (Evaluation of Test Results - Agency)
11. Affidavit - Striking against the Federal Government. dated 3/15/48
12. Oath of Office, Affidavit and Declaration of appointee (SF61a)  
dated 3/15/48
13. Report of Efficiency Rating (SF51) dated 9/28/48
14. Physical Qualification Record Form 36-51 dated 3/15/48
15. Report of Efficiency Rating (SF51) dated 12/29/49
16. Same as 15 except for 7/6/50
17. Statement of Federal Civilian and Military Service dated 12/12/51
18. Personnel Qualification Questionnaire Form 37-152 dated 9/10/52
19. Personnel Evaluation Report dated 3/11/53
20. Personnel Evaluation Report dated 4/15/54

RIGHT LEFT

21. Career Service Questionnaire dated 8/20/54
22. Fitness Report dated 3/9/55
23. Medical action request and report for TDY Overseas dated 3/31/55
24. Residence and Dependency Report 4/4/55
25. Insurance Questionnaire 4/4/55
26. Notification of Personnel Action dated 3/15/48  
Appointment Caf 3 - Varitype Operator
27. SF50 dated 7/1/48 removing temporary indefinite status of ee
28. SF50 dated 3/6/49 promotion to caf 4 Varitype Operator
29. SF50 6/12/49 change to lower grade to obtain GS status
30. SF50 6/13/49 conversion to Probational Status
31. SF50 10/30/49 conversion to Class Act of 1949
32. SF50 12/25/49 Promotion GS3 to GS4
33. SF50 9/17/50 Change in title from varitypist (Supervisor)  
GS4 Varitype Operator (Supervisor) to Varitypist Supervisor
34. SF1126 d Payroll change slip dated 12/8/50
35. SF50 dated 4/1/51 Promotion GS 4 to GS 5
36. SF50 dated 12/23/51 Promotion to GS6
37. SF1126d 12/21/52 Periodic Step Increase
38. SF50 dated 2/1/53 Reassignment to conform to new T/O and  
classification survey
39. SF1126 Payroll change slip Periodic Step Increase dated 12/23/53
40. SF50 dated 2/14/54 Reassignment change of Career Designation
41. Combined Personnel action (ditto) change in position number
42. SF1126 dated 12/19/54 Periodic Step Increase
43. Combined Personnel Action (ditto) 7/3/55 change in name of  
organization.
44. Personnel action Request dated 2/19/48 For appointment to  
caf 3 Varitypist
45. Report of Interview dated 2/2/48

X

46. Request for Security Clearance 2/19/48 **Memographed**  
Form 37-104
47. **Memographed** Form dated 3/2/48 To Chief Personnel Branch From  
Transactions and Records Branch Cancelling Personnel Action  
because New 37-3 is being submitted
48. Personnel Action Request Form 37-3, 3/1/48 25X1A9a
49. Copy of memo dated 3/4/49 from [REDACTED] Transmitting  
SF57 for approval before sending to CSC to take an examination.
50. Personnel Action Request 2/15/49 Promotion Caf 3 to Caf 4
51. Memo dated 6/6/49 to Personnel Officer from employee agreeing  
to be reduced to Caf 3 in order to obtain CSC status
52. Personnel Action Request dated 6/9/49 changing to lower grade  
Caf 4 to Caf 3
53. Personnel Action Request dated 12/1/49 Promotion Caf 3 to Caf 4
54. PAR Form 37-3 dated 3/27/50 Promotion GS 4 to GS 6
55. Memo dated 7/14/50 to Admin Officer from Transactions and Records  
Branch advising of Cancellation of Personnel Action
56. PAR Form 37-3 dated 9/17/50 change in Title
57. Personnel Action Request dated 4/1/54 Promotion and Reassignment  
from GS 4 varitypist Supervisor to Illustrator GS 5 (Forms  
Draftsman)
58. PAR dated 12/23/51 Promotion from Illustrator GS 5 to Illustrator  
GS 6
59. Request for Personnel Action 11/3/52 Resignation
60. Routing and Record Sheet dated 11/3/52
61. SF52 dated Reassignment to change title, slot number and  
organizational breakdown in accordance with classification  
surveys new T/O
62. SF52 dated 11/3/52 appointment to Field Position
63. Memo to Chief Security Division from Chief PE Cancelling appointment  
Resignation actions dated 11/3/52
64. SF52 dated 2/23/54 reassignment change of cover Designation
65. Letter of commendation from Chief [REDACTED] dated 5/17/54 25X1A8a

Organizational areas where personnel records may also be found for this employee

1. Medical
2. Training
3. Security
4. Fiscal
5. Logistics
6. Finance
7. Records Center (GSO)
8. FE
9. RI/PI
10. Career Service Board